

## TOWN OF DANBY

### Seeking Full-Time Road Commissioner

*Primary Responsibilities:* The Road Commissioner is responsible for supervising and managing all aspects of the town's highway department and its employees. The Road Commissioner is responsible for planning and managing all municipal highway operations in order to advance the safe and effective functioning of the highway department, including municipal construction projects and maintenance of municipal roads, vehicles, and equipment. The Road Commissioner is also responsible for managing the maintenance of town facilities and buildings. This is a managerial and supervisory position. The Road Commissioner is appointed by and reports directly to the Selectboard. Responsibilities include assessing road, vehicle, equipment, building and personnel needs, planning projects, scheduling - including creating weekly work schedule of activities and personnel, creating and maintaining spreadsheets to track work progress and grants, researching and securing grants, maintaining files up to date, all documentation, communicating with the public and state agencies and for directing and regularly evaluating the performance of the Road Crew. As required to meet the needs of the Town, in certain circumstances, the Road Commissioner may operate equipment to maintain and repair the town roads including, but not limited to road grading, trucking, snow plowing and sanding roads, brush clearing, road repair, light building and facility maintenance.

The Road Commissioner position requires experience with personnel management and administering collective bargaining agreements, employee and contractor oversight, equipment operation and maintenance, job safety, record keeping, budget development, and written and verbal communication skills. The Road Commissioner must have the strength and stamina to do manual labor and work in adverse weather conditions. High School Diploma, GED, Trade School or equivalent experience required. Five years relevant work experience is preferred. Current, valid Vermont Commercial Driver's License required, Class A preferred. Must pass DOT Physical and Drug Test.

Position is salaried and not eligible for overtime, per the Town's policies and state and federal law. Road Crew hours generally are 40 hours per week, Monday through Friday 7:00 AM to 3:30 P.M. with 30 minutes optional for lunch. The Road Commissioner duties will require evening, night, weekend and holidays work, averaging 40 hours per week. Competitive salary and benefits.

See full Job Description and download Employment Application at [www.danbyvt.org](http://www.danbyvt.org) or contact Danby Town Clerk. Mail applications to 130 Brook Road, Danby, VT 05739 or email to [danbytownclerk@vermontel.net](mailto:danbytownclerk@vermontel.net). Deadline for application December 31, 2020.